



## Missouri Secretary of State Records Management Division

### Notice of Intent to Only Use General Retention Schedule

Department: Office of Administration

Division: Personnel

Section: Pay, Leave and Reporting

Sub-Section: \_\_\_\_\_

As of November 15, 2016, Agency acknowledges that all of their records can be maintained in accordance with the General Retention Schedule (GRS) and no agency specific schedule is required.

To view the GRS, go to <http://www.sos.mo.gov/records/recmgmt/retention/general.asp>.